

Action Memorandum Check Sheet¹

BGSF
1,9,2

Coordination with or obtained:	Y/N	Contact Info or Comment:
Acct No. obtained	Y	10JS
CERCLIS No. obtained	Y	WAN 001002 907
ATSDR coordination	Y	USCA contacted ATSDR
Community Involvement/Press coordination	Y	Caryn Sengupta
Contracts (ERRS, START)	Y	ERRS (START for assessment)
Dept of Agriculture (Forest Service lands)	N	
Dept of Commerce/National Marine Fisheries (ESA) issues considered	Y	
Dept of Interior (ESA) issues considered	Y	
IGCE completed, if required	NA	
NPL coordination	Y	Proposed for listing 11/2/2010
ORC coordination/concurrence	Y	Elizabeth McKenna
PRP search initiated	Y	Gretchen Schmidt, ongoing
CID coordination	N	
Admin Record established	Y	
State coordination	Y	WDOE - Brad Martin WDNR - Shayne Cuthorn
SHPO coordination	N	
Operations/Hanford Office coordination	NA	
Tribal Office coordination	Y	Susquamish Tribe, not made, letter improving
Tribal (cultural and natural resources) issues considered	Y	" notified & carried

Original to: Records Center (Admin Record)
Copies to: Lynne Kershner (CERCLIS reporting)
Mike Sibley (ERRS)
Mary Matthews (ER Program file)

¹ This check sheet is **required** for all Action Memos and is to be used as a guide for OSCs and RPMs to ensure proper communication and coordination with various stakeholders. With the exception of ORC, formal concurrence is not required but items should be considered prior to routing an Action Memo for signature. Check sheet should be included with formal signature package.